



THE CITY OF LYNCHBURG, VIRGINIA

Community Development
Neighborhood Services Division

City Hall, 900 Church Street
Lynchburg, Virginia 24504 • (434) 455-3900
FAX • (434) 845-7630

SIGN PERMIT APPLICATION

PERMIT WILL NOT BE ISSUED UNTIL A COMPLETE APPLICATION HAS BEEN SUBMITTED. DRAWINGS OF THE SIGN, DIMENSIONS AND ITS LOCATION ON THE BUILDING OR SITE MUST BE SUBMITTED WITH THIS APPLICATION.

Date: _____ Permit requested by: _____

Mailing address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Property information:

Parcel Id #: _____ Location: _____

Land owner: _____

Permit request:

Type of sign: ☐ New ☐ Replacement ☐ Reface only

The sign is: ☐ Building mounted

The sign is: ☐ Individual letters ☐ Box sign ☐ Painted on Wall

The sign is: ☐ Perpendicular to wall ☐ Flat on wall or window

The sign is: ☐ Freestanding/Pole ☐ Monument

The sign is: ☐ Internally Illuminated ☐ Spot Light illuminated ☐ Neon (must be in channels)

Located on: ☐ Front of building ☐ Side of building ☐ Rear of building

The sign dimensions are: _____ feet _____ inches X _____ feet _____ inches

The total square footage of the sign face area is: _____

Total height of sign from grade is: _____

Setback from front property line: _____ feet _____ inches

If building mounted, the sign projects: _____ feet/inches from the wall

Total number of existing signs (if applicable): _____ and their total square footage: _____

Building width (of wall(s) for sign location): _____ Corner lot: ☐ Yes ☐ No

Signature _____

Date _____